

CONFIDENTIAL

13 December 1968

MEMORANDUM FOR: CIA Records Management Board

ATTENTION:



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SUBJECT: Records Purge

1. The Office of General Counsel has 57 cubic feet of records in Archives. The official records of the office comprise 48 cubic feet and the convenience (chrono) files nine cubic feet. The official records of the office cannot be destroyed, but we have studied the possibility of eliminating the convenience files.

2. During 1968 OGC established a new and improved indexing system for its records. To date this system has proven to be invaluable. We have indexed 1966, 1967, and 1968 material but have not reindexed the material (1946-1965) in Archives. After consideration of the costs and time involved in reindexing this material, the office has concluded that it would be prohibitive and would result in elimination of only a small amount of material. At this time, therefore, OGC recommends against destruction of any of its current Archives records.

3. The office is carefully screening material for retirement and believes that, with its new indexing system, retention of convenience files will be unnecessary in the future.



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